

# 1 Compensation and Salary Structure - P&S

2 Effective: July 1, 2010

3 Updated/Revised: July 1, 2020

4 Contact: [University Human Resources Classification and Compensation \(UHRCC\)](#)

## 5 Introduction

6 Iowa State University administers compensation policies and programs for Professional and  
7 Scientific (P&S) staff to provide a method for equitable classification of positions in relation to the  
8 level and type of work performed. Each P&S classification is assigned to a pay grade within a  
9 comprehensive salary structure.

## 10 Philosophy and Statement of Value

11 Iowa State University strives to maintain a compensation and salary structure policy for P&S  
12 employees that is--

- 13 • Compatible with the university's mission and strategic plan
- 14 • Compatible with the institution's culture and core values
- 15 • Equitable externally and internally
- 16 • Effective in recruiting and retaining employees

17 The university endeavors to cultivate a rewarding and productive work environment through the  
18 selection and retention of a highly qualified, talented, and diverse workforce, and the provision of  
19 opportunities to experience growth and advancement. The university regards regular communication  
20 with and among employees and supervisors as necessary to promote understanding of effective  
21 performance management and compensation.

## 22 Policy Statement

23 Iowa State University will provide fair and competitive compensation packages to recognize and  
24 reward its P&S employees within the boundaries of financial feasibility. The university will regularly  
25 assess compensation levels for market comparables and will conduct salary surveys to periodically  
26 adjust the salary structure and pay ranges to remain competitive.

27 In assigning an appropriate grade to each classification, University Human Resources Classification  
28 and Compensation (UHRCC) evaluates each classification to determine its worth relative to the  
29 market and other classifications within the university. The evaluation process is standardized to  
30 maintain consistency throughout the university.

## 31 Red Circle

32 A P&S employee whose base salary is equal to or exceeds the maximum of the classification's  
33 assigned pay grade will be considered to be "red circled." Red circled P&S employees will not be  
34 eligible for a base salary increase until the base salary falls within the assigned pay grade as a result  
35 of regular adjustments to the salary structure, or due to movement into a classification with a higher  
36 pay grade.

37 During the annual review process, red circled P&S employees may be eligible to receive a lump sum  
38 payment to reward satisfactory performance. The lump sum salary increase will be effective on the  
39 same date as salary increases are effective and will not add to base salary.

40 Base salary above the maximum of a pay grade will not be offered for new hires, promotion,  
41 demotion, or transfer.

## 42 **Green Circle**

43 A P&S employee whose base salary is below the minimum of the classification's assigned pay grade  
44 will be considered to be "green circled". Generally, employees who are green circled will be  
45 prioritized for base salary increases that would bring their compensation into the pay grade  
46 associated with the assigned classification.

47 Base salary below the minimum of a pay grade will not be offered for new hires, promotion,  
48 demotion, or transfer.

## 49 **Resources**

### 50 **Links**

- 51 • [University Human Resources Classification and Compensation \(UHRCC\)](#)
- 52 • [Policy: Additional Compensation](#)
- 53 • [Policy: Appointment Duration - P&S](#)
- 54 • [Policy: Hiring and Employment](#)
- 55 • [Policy: Performance Management - P&S](#)
- 56 • [Policy: Salary Increases - P&S](#)
- 57 • [Policy: Starting Rate of Pay - P&S](#)
- 58 • [Policy: Statement on Ethics - P&S](#)
- 59 • [Professional and Scientific Council](#)

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